



City of Cincinnati
Department of Planning
Buildings and Inspections Division
3300 Central Parkway
Cincinnati, Ohio 45225
513.352.3271 (PHONE)
513.352.2579 (FAX)
WWW.CINCINNATI-OH.GOV

CONTRACTOR REGISTRATION BOND INFORMATION

Contractor: Give this sheet to your bond company to ensure all information is correct on the bond.

Bonding Agency: Please follow the instructions below when completing the Registration Bond Form.

We have attached a sample bond form for your convenience. Please refer to this sample form when you have questions about the information below.

1. Form. Use the bond form provided by the City if this is a new registration(s) or if the bond is being posted for the first time. In the case of a renewal of an existing registration(s) and corresponding bond, we will accept an original continuation certificate.

2. Bond Number and Date. Enter the bond number and date on the form on the lines on the top left.

3. Amount of Bond. All Contractor Registration bonds are \$10,000.00. Do not change this amount.

4. Name of Responsible Party for Company. Complete this space with the exact full name of the individual you wish to designate as the Responsible Party for your registration.

5. Name of Company. If the contractor is doing business as a company and assigning their registration to a business complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. (Contractors do business under a variety of names; many use more than one name. The bond must contain the exact full business name the contractor will use in doing business with the City of Cincinnati.

6. Name of Bond Company. The bond company name must appear here.

7. Registration Type. Complete this section using the registration categories listed on the form titled "Registered Contractor Categories and Sub Types".

8. Expiration Date. The expiration date for a contractor's registration will be as follows:

- Building Construction and Home Improvements Contractors term of registration can be for one, two or three years from the initial date of registry. Bond for a new registration shall be issued for a minimum of 1 year and the expiration date shall coincide with the registration term.

- The expiration date of an OCILB Licensed Contractor registration must coincide with their state license expiration date.
 - **First Time Applicants Only:** At the time of initial application, licensed contractors will pay one full year plus \$10.42 per month for the time between their initial application and the expiration date of their state license.
 - **Example:** Joe Electrician makes application to be registered on January 2nd of 2008. Joe's state license expires on March 31st of 2008. That would be 3 calendar months at \$10.42 per month equals \$31.26 plus one full year at \$125.00.
 - Total Application Fee is \$156.26
 - Bond expiration date would be March 31st, 2009
 - Continued validity of the registration would be contingent upon renewal of the state license through the registration term.

9. Dating and Signing Bond. This section needs to be completed by both the individual designated in item #4 and the bonding company. Signatures must be originals. Rubber stamps will not be accepted.

10. Bond Seal. The bond must contain either an original imprinted or affixed seal to it for validation. Any bond missing this seal is considered invalid and will be returned to the applicant without review.

Note: Bond forms that are filed with incomplete or inaccurate information will result in revocation of your registration.

QUESTIONS?

Please call (513) 352-3271 and one of our customer service representatives will help you.



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(1) CONTRACTOR REGISTRATION BOND FORM

Bond # _____ (2) Date _____ (2)

Amount \$10,000.00 (3)

KNOW ALL PERSONS BY THESE PRESENTS:

That (Registrant) _____ (4)
of (Company Name) _____ (5)
as Principal and (Bond Company) _____ (6)
as Surety, are held firmly bound unto the City of Cincinnati, c/o City of Cincinnati, c/o City Treasurer, City Hall,
801 Plum Street, Cincinnati, Ohio 45202, as Oblige, in the sum of Ten Thousand and no/100th Dollars
(\$10,000.00) to be paid to said Oblige City, its successors and assigns, and for the payment thereof well and
truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors,
administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such
that:

WHEREAS, the above principal has or is about to apply to said Oblige for registration as a
_____ (7) Contractor for the term
commencing this date and ending (MO/DAY/YR) _____ (8), pursuant to Chapter 1106 of the
City of Cincinnati Municipal Code.

WHEREAS, Principal, his agents and employees shall save the City harmless from all loss and damage to
persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's
part, in the prosecution of the work contracted, performed, pursued or attempted under such registration, pursuant
to Chapter 1106 of the City of Cincinnati Municipal Code as applicable.

NOW THEREFORE, if the registration shall be issued to Principal and Principal, his agents and employees shall
save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this
obligation shall be voided; otherwise, the same shall remain in full force and effect.

IT IS FURTHER AGREED AND UNDERSTOOD that Surety Company reserves the right to cancel this bond by
giving thirty (30) days written notice to Oblige c/o Administrator for The Building and Inspections Division, 3300
Central Parkway, Cincinnati Ohio, 45225, and upon receipt of such cancellation notice, Surety Company is
relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said
cancellation notice, but in no event to exceed said \$10,000.00.

Signed this _____ (9) day of _____ (9), in the year _____ (9)

Licensee/Registrant _____ (9) By _____ (9)
(PRINT OR TYPE NAME) (SIGNATURE)

Surety _____ (9) By (Attorney-in-fact) _____ (9)
(PRINT OR TYPE NAME) (SIGNATURE)

Seal:

Approved as to form:

Office Use Only
Assistant City Solicitor